

How to File Formal Case Electronic Documents With the Public Service Commission of Wisconsin (Electronic Regulatory Filing System User Manual)

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Overview

Introduction

The Public Service Commission of Wisconsin (PSC) created an Electronic Regulatory Filing (ERF) system to receive, circulate, process and publish documents electronically. The ERF system will reduce the time necessary to make decisions on proposed actions, increase public access to information in formal cases, and provide an easy and convenient way for utilities, consultants, applicants, and other parties to participate in the agency's formal case process.

Electronic Regulatory Filing Requirements

There are four requirements for using the Electronic Regulatory Filing System. Users must have: an ERF account, a current copy of Adobe Acrobat, an internet connection, and Microsoft Internet Explorer 5.0 or above.

- **Create an Account.** Individual users must create an account by specifying their name, email address, logon id and password. Individual accounts can be created by clicking on the "[Setup Individual Account](#)" hyperlink from the ERF Login Page. Corporate accounts can only be created by the PSC's Records Management Unit (RMU). Entities must complete a [Corporate Electronic Filing Account Request](#) in order to establish an account.
- **Acquire Adobe Acrobat Writer.** You will need a current copy of Adobe Acrobat (or other suitable software) to convert your documents to the required portable document format (PDF).

Document should be converted from their native format, such as Word or Excel, directly to PDF by printing to Adobe PDF (Adobe Distiller in version 5.0). If a document must be scanned, use Adobe Acrobat Capture or a similar product to convert the paper-based document into an accessible PDF file. Scanned documents that are not converted to accessible PDF can not be full text indexed and are extremely large.

See <http://www.adobe.com> to purchase or learn more about Adobe Acrobat.

- **Internet Connection and Microsoft Internet Explorer 5.0 or above.** A high speed internet connection is required for users uploading or downloading large files. Microsoft Internet Explorer 5.0 or above is required when accessing the ERF system because it utilizes Microsoft technologies that may not be supported in other browsers.

Contacts

For questions or more information on the Electronic Regulatory Filing System, contact:

PSC Records Management Unit
610 North Whitney Way
P.O. Box 7854
Madison, Wisconsin 53707-7854

Phone: (608) 261-8524
TTY: (608) 267-1479
Fax: (608) 266-3957
Email: pscsecs@psc.state.wi.us

Features of the ERF System

- **Account creation** – Users may create an individual account or they may file a corporate electronic filing account request with the PSC's Records Management Unit (RMU).
- **Authentication/Identification of users** – Users must enter a valid logon id and password before they can use the ERF upload system.
- **Change user profile and password** – Once a user has logged into the ERF system, the customer can update their personal profile or change their password.
- **Password reminder** – Users will be able to request their password be e-mailed to them by specifying their logon ID and email address. If a match is found in the user profile, the system will automatically generate an email and attach the user's password.
- **Uploading documents (SSL)** – All documents are uploaded to the PSC's web site using Secure Sockets Layer technology. This encryption routine is accepted by all industries as a secure method of transmitting data.
- **Subscribe/Search** – Users may request notification of all new documents based on user specified criteria. When a new document is accepted, the system will generate an email with the document title and a link to the public document on the PSC's web site.
- **Check document status** – Users may view a listing of all pending, accepted and rejected documents which they have filed. Corporate accounts may view the status of all document filed on their behalf.
- **Quick Search** – Users may view recently filed documents by case number, utility name, industry type and document type.
- **Detailed Search** – Users may search the document repository by specifying one or more of the following criteria: utility involved, case number, document type, industry type, date range and keyword or phrase. If a keyword or phrase is used, the document title and full text will be searched for the word or phrase.

General Guidelines for Filing Documents

1. In general, documents should be prepared using an easily readable font and when printed should fit on an 8 ½ x 11-inch page.
2. When submitting physical items, such as a piece a pipe or a meter, filing should include a digital picture of the item to be placed on our web site. Picture should be stored as a PDF.
3. All files must be submitted in PDF, except working spreadsheets which should be filed as an Excel document. **DO NOT scan any document that can be converted from the original file.** If scanning a document, use Adobe Capture to convert the scanned document to text.
4. Documents should be kept reasonably small, if possible, to ensure that users with dial-up internet connection can download or open the files. The size of the original document and subsequent PDF will depend on the number of pages and features, such as formatting, pictures and track changes, included in the document.

Pages	File Type	Size	File Type	Size
2 pages (text)	Word	23 KB	PDF	12 KB
10 pages (text with tables)	Word	103 KB	PDF	29 KB
24 pages (text in outline format)	Word	83 KB	PDF	49 KB
164 pages (text)	Word	1,121 KB	PDF	418 KB
1 sheet	Excel	32 KB	PDF	9 KB

5. Keeping in mind the maximum document size, users should group documents into logical units and combine those documents into a single filing. For example, a Brief with a cover letter and several attachments may all be combined into a single document. A confidential document and its corresponding Affidavit should be combined into a single document.

A general guideline is that if you would have stapled the pages together when filing a paper document, you can likewise combine them electronically into a single document. **Note: Testimony and Exhibits still have to be filed as individual documents.**

6. Documents should not contain hyperlinks to other documents, as the ERF system will rename the documents and the hyperlinks will not work.
7. The official filing date of all electronic documents is the date and time the file is uploaded to the PSC's web. The ERF system will also record the date and time that the filing is accepted or rejected.
8. The electronic document uploaded to the PSC's web site is the official version of the document. DO NOT send a paper copy of the document to the PSC.
9. Confidential documents can be filed electronically using the confidential document section of ERF. A public version of the document should also be filed in the public document section of ERF. Users should reference the control number of the confidential document in the description of the public document. Example: Gas Trading Data for June 2003 - Public Copy (Control #: 123456)

10. Service is the responsibility of the filing party. Parties should discuss service of document at the prehearing and agree on the method of service at that time (i.e. mail, electronic, hand delivery, etc.)

How to Log Into the ERF System

To electronically submit documents using the PSC Electronic Regulatory Filing system, a user must have:

- Adobe Acrobat software to convert the documents to PDF.
 - Internet connection and browser. Users must have a high speed internet connection for uploading large files, and Internet Explorer 5.0 or above.
 - ERF user logon id and password.
1. Use https://psc.wi.gov/a_erf_upload/default.aspx to submit filings to the Public Service Commission of Wisconsin.
 2. Type in a valid user name and password.

The screenshot shows the login interface for the ERF system. At the top, there is a blue header with the PSC logo and the text "Public Service Commission of Wisconsin". A navigation bar on the right contains links for "Home" and "ERF Home Page". The main heading is "Electronic Regulatory Filing System". Below this, a welcome message states: "Welcome to The Public Service Commission of Wisconsin's Electronic Regulatory Filings System. ERF provides for the electronic submission of filed documents and online access of documents submitted in select cases before the Commission. All documents are available in Portable Document Format (PDF) files. [Read more..](#)". To the right, a login section prompts the user: "If you already have an account, login below otherwise click [Set Up Account](#) to set up new account." It includes a "Warning" that the session will close if inactive. The login fields are "Logon ID:" and "Password:", both with text input boxes. A "Continue" button is positioned below these fields. Further down, there are links for "Forgot your Password?", "Setup Individual Account", and "Setup Corporate Account". At the bottom, a footer note mentions browser compatibility with Internet Explorer 5 and above, and provides contact information for Rita Chapman.

Public Service Commission of Wisconsin

Home | ERF Home Page |

Electronic Regulatory Filing System

Welcome to The Public Service Commission of Wisconsin's Electronic Regulatory Filings System. ERF provides for the electronic submission of filed documents and online access of documents submitted in select cases before the Commission. All documents are available in Portable Document Format (PDF) files. [Read more..](#)

- [Disclaimer](#)
- [ERF Home Page](#)

If you already have an account, login below otherwise click [Set Up Account](#) to set up new account.

Warning: Your session will close if it remains inactive for a extended period of time.

Logon ID:

Password:

[Forgot your Password?](#)

[Setup Individual Account](#)

[Setup Corporate Account](#)

These applications are written to support only Internet Explorer browsers, versions 5 and above. If you experience any technical difficulties in running them, please contact Rita Chapman by e-mail at rita.chapman@psc.state.wi.us or by phone at (608) 267-9536.

Individual User Account Submenu

Submit Public Documents for an Existing Docket

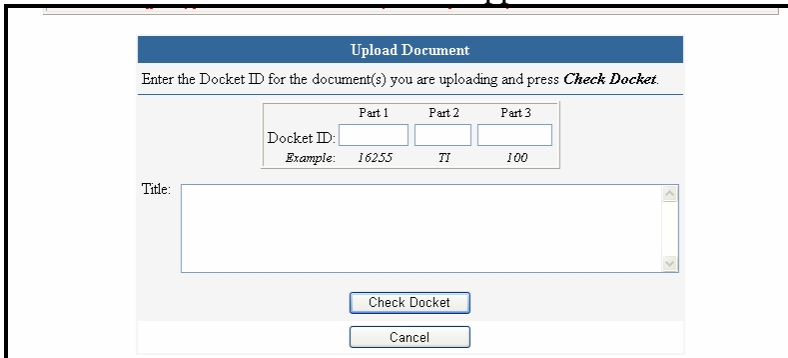
1. Select the Existing Docket entry under File Document heading.



2. Enter the docket number and click the Check Docket button.

If the docket id is not valid and error message will appear telling you how to correct the problem. Click Check Docket to recheck the docket id.

If the docket id is valid the title will appear in the title box. Click Continue.



3. Select the number of files to upload.

When the screen repopulates, click the browse button in row 1 and select the file to upload. Then specify the document type from the drop down list box and finally enter a meaningful description such as "Testimony of Jane Smith".

Repeat this for each row on the screen.

Click the Upload Docket Files button to submit the documents.

NOTE: If you attempt to upload files with a total size larger than the maximum file size specified on the screen, you will get an error and all the information entered on the screen will be erased.

Public Service Commission of Wisconsin

Home | ERF Home Page |

Electronic Regulatory Filing System

Upload Document - Docket: 16255-TI-100

Note: 1. The maximum sum of all file sizes per upload is 20 MB (20,000kb). If the maximum is exceeded, no file will be uploaded to the PSC, and you will be required to start the upload process again.
 2. Click **Browse** button to select the document you would like to upload.
 3. Do not change the number of files to be uploaded after you have started specifying files or all entries will be cleared.
 4. If the document name or description is empty, the document will not upload.
 5. The ERF upload system will only accept documents in PDF format.

Select number of files to upload: 1

1.	<input type="button" value="Browse..."/>	Brief	
Description:	<input type="text"/>		

4. Review the Submission report for errors. If you would like a copy print it for your records, or copy and paste the screen into a tracking document.

Click Back to Menu to continue.

Public Service Commission of Wisconsin

Home |

Electronic Regulatory Filing System

Submission Report:

Your submission has been successfully received and is pending approval.
 Below are detail of your submission:
 Docket ID: New Docket / Non-Docket
 Submission Date: 7/24/2003 12:37:56 PM - 7/24/2003 12:37:57 PM

Document Name	Doc Type	Description	Received Date
05-TI-414.pdf	Brief	Test entry by RMC	07/24/03 12:37 PM

The following files were not upload to the PSC:
 NONE

Submit Public Documents for a New Docket

1. Select the New Docket / Non-Docket entry under File Document heading.

Public Service Commission of Wisconsin

Home | ERF Home Page |

Electronic Regulatory Filing System

Welcome Joe User.

Submenu

- File Document
 - Existing Docket
 - New Docket / Non-Docket
- File Confidential Document
 - Existing Docket
 - New Docket / Non-Docket
- Check Document Status
- User Maintenance
 - Modify User Profile
 - Change password
- Search Repository
- Subscription

Back to Main ERF Page

2. Select the number of files to upload, and specify the utility these documents relate to.

When the screen repopulates, click the browse button in row 1 and select the file to upload. Then specify the document type from the drop down list box and finally enter a meaningful description such as "Testimony of Jane Smith".

Repeat this for each row on the screen.

Click the Upload Docket Files button to submit the documents.

NOTE: If you attempt to upload files with a total size larger than the maximum file size specified on the screen, you will get an error and all the information entered on the screen will be erased.

Public Service Commission of Wisconsin

Home |

Electronic Regulatory Filing System

Upload Document - New Docket ID / Non-Docket

Note: 1. The maximum sum of all file sizes per upload is 20 MB (20,000kb). If the maximum is exceeded, no file will be uploaded to the PSC, and you will be required to start the upload process again.
2. Click **Browse** button to select the document you would like to upload.
3. Do not change the number of files to be uploaded after you have started specifying files or all of entries will be cleared.
4. If the document name or description is empty, the document will not upload.
5. The ERF upload system will only accept documents in PDF format.

Select number of files to upload: Utility ID:

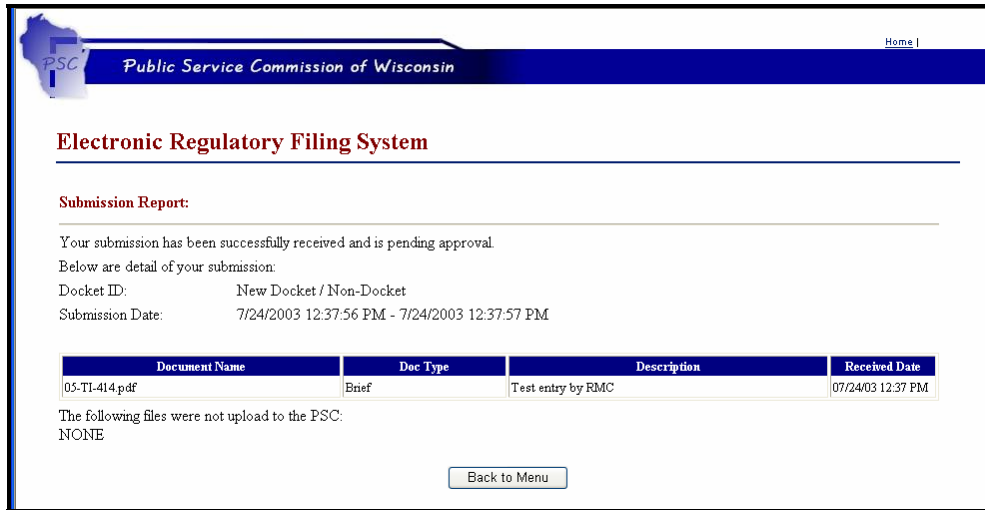
1.	<input type="text" value="Browse..."/>	<input type="text" value="Brief"/>
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Description:

Upload Docket Files

3. Review the submission report for errors. If you would like a copy of the submission report you may print it, or copy and paste the screen into a document.

Click Back to Menu to continue.



The screenshot shows a web interface for the Public Service Commission of Wisconsin. At the top, there is a blue header with the PSC logo and the text "Public Service Commission of Wisconsin". A "Home" link is visible in the top right corner. Below the header, the page title "Electronic Regulatory Filing System" is displayed in red. The main content area is titled "Submission Report:" and contains the following text: "Your submission has been successfully received and is pending approval. Below are detail of your submission: Docket ID: New Docket / Non-Docket Submission Date: 7/24/2003 12:37:56 PM - 7/24/2003 12:37:57 PM". Below this text is a table with four columns: Document Name, Doc Type, Description, and Received Date. The table contains one row of data: "05-TI-414.pdf", "Brief", "Test entry by RMC", and "07/24/03 12:37 PM". Below the table, it states "The following files were not upload to the PSC: NONE". At the bottom center, there is a button labeled "Back to Menu".

Public Service Commission of Wisconsin

Home

Electronic Regulatory Filing System

Submission Report:

Your submission has been successfully received and is pending approval.
Below are detail of your submission:

Docket ID: New Docket / Non-Docket
Submission Date: 7/24/2003 12:37:56 PM - 7/24/2003 12:37:57 PM

Document Name	Doc Type	Description	Received Date
05-TI-414.pdf	Brief	Test entry by RMC	07/24/03 12:37 PM

The following files were not upload to the PSC:
NONE

Back to Menu

Submit Confidential Documents

1. Select the Existing Docket or New Docket / Non-Docket entry under File Confidential Document heading.

Public Service Commission of Wisconsin

Home | ERF Home Page |

Electronic Regulatory Filing System

Welcome Joe User.

Submenu

- File Document
 - Existing Docket
 - New Docket / Non-Docket
- File Confidential Document
 - Existing Docket
 - New Docket / Non-Docket
- Check Document Status
- User Maintenance
 - Modify User Profile
 - Change password
- Search Repository
- Subscription

Back to Main ERF Page

2. Complete the confidential request information.

If you selected existing docket, specify the docket id.

Select the file to upload, specify the document type from the drop down list box and finally enter a meaningful description such as "Confidential Testimony of Jane Smith".

Click the Upload Confidential File button to submit the documents.

Electronic Regulatory Filing System

Confidentiality Request
Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854

2084 (03/22/04) Wis. Admin. Code § PSC 2.10; Wis. Stats §§ 196.14, 196.72 and 196.795

**** All fields are required except note ****

Section 1: PSC Contact

PSC Contact Person: Number of Pages / Excel worksheets (Confidential Pages Only):

Section 2: Required Information

1. I am filing this request on behalf of:

Name / Company: Phone: (Optional)

Address Line 1:

Address Line 2: (Optional)

City: State: Zip:

2. Name and Position with the requester is

3. The following is an accurate and complete summary of the content of the record(s) being filed:

4. There is a reasonable basis to conclude that the record, or portion of a record, is one of the following:

- ☐ The record contains trade secrets as defined in Wis. Stat. §134.90.
- ☐ The record contains information which would aid a competitor of a public utility in competition with the public utility making the request under Wis. Stat. §196.14.
- ☐ The record is an accident report under Wis. Stat. §196.72.
- ☐ The record is protected business information under Wis. Stat. §196.795(9).

3. Review the submission report for errors. If you would like a copy of the submission report you may print it, or copy and paste the screen into a document.


Click the Back to Menu button

OR

Click the Upload More Confidential Files button.

Electronic Regulatory Filing System
Upload Confidential Document Confirmation
Please print a copy of this screen for your records.

No. 30902



Confidentiality Request
Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854
2084 (03/22/04)

Wis. Admin. Code § PSC 2.10; Wis. Stats §§ 196.14, 196.72 and 196.795

**** All fields are required except note ****

Section 1: PSC Contact

PSC Contact Person: Number of Pages / Excel worksheets (Confidential Pages Only):

Section 2: Required Information

1. I am filing this request on behalf of:

Name / Company: Phone: (Optional)

Address Line 1:

Address Line 2: (Optional)

City: State: Zip:

2. Name and Position with the requester is

3. The following is an accurate and complete summary of the content of the record(s) being filed:

4. There is a reasonable basis to conclude that the record, or portion of a record, is one of the following:

☐ The record contains trade secrets as defined in Wis. Stat. §134.90.

☐ The record contains information which would aid a competitor of a public utility in competition with the public utility making the request under Wis. Stat. §196.14.

☐ The record is an accident report under Wis. Stat. §196.72.

After the Documents are Submitted

Once the document is submitted it will be marked as pending. Pending means that the document has been received by the Public Service Commission, but it has not been processed.

Staff of the Records Management Unit will review the documents and approve or reject them. When the filings are processed the submitter will be notified via email. The email will include the document name, type, description, received date and file status. If the filing was rejected, the rejection reason will be included in the email.

Check Document Status

1. Users may check on the status of their filings by clicking on the Check Document Status link.



2. The document status screen will list the pending, accepted, and rejected documents. If a document is rejected the reason for rejection is also listed on this screen.

Users are encouraged to use this screen to check on the status of their documents. The status of the documents is updated in real time as the documents are processed.

Electronic Regulatory Filing System					
Document Status for Filings Submitted by joeuser					
Pending Accepted Rejected					
Pending Documents					
Received Date	Docket ID	Document Name	Doc Type	Description	
07/24/03 01:11:55 PM	5-AT-115	05-TL-414.pdf	Brief	This is the description	
07/24/03 12:37:56 PM	6630-ce-169	05-TL-414.pdf	Brief	Test entry by RMC	
07/22/03 09:28:07 AM	6690-ce-169	Letter and app.pdf	Docket Application	Application	
07/17/03 07:45:27 AM	6630-CE-169	VOICESTREAM 252SIN WI.pdf	Brief	test entry	
07/10/03 09:51:32 AM		3369.pdf	Correspondence	dkdkdk	
07/10/03 09:51:32 AM		4831.pdf	Notice	dddkdk	
04/16/03 09:16:04 AM		Smoke Signal Part 2 of 2.pdf	Comments	asdf	
Top Accepted Documents					
Received Date	Docket ID	Document Name	Doc Type	Description	Date Approved
07/22/03 09:28:07 AM	6690-ce-169	Eric A Rogers -EAR testimony.pdf	Prehearing/Prefiled Exhibit/Testimony	Testimony of Eric Rogers	7/22/2003 9:45:00 AM
07/22/03 07:35:40 AM	6630-ce-169	VOICESTREAM 252SIN WI.pdf	Brief	Voluntary Interconnection Agreement -	7/22/2003 7:36:00 AM

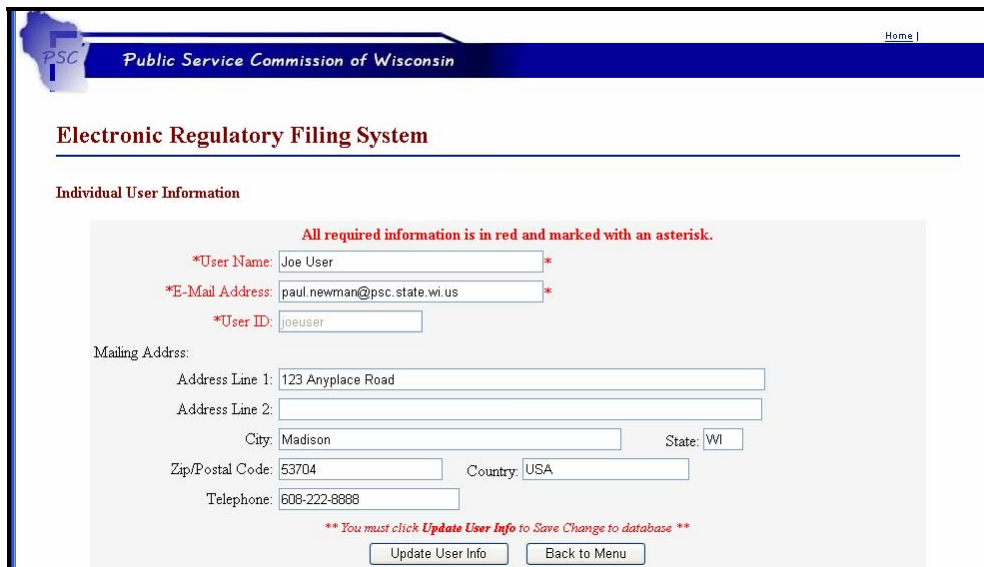
Modify User Profile

1. Users may change their profile information by clicking on the Modify User Profile link.



2. To change the Individual User profile information
Enter all the required fields, and all pertinent optional fields.
Click the Update User Info button, to save the changes. (A message will appear above the buttons to indicate that the information has been updated.)

Click the Back to Menu button to return to the menu.



Change Logon Password

1. Users may change their password by clicking on the Change Password link.



Home | ERF Home Page |

Public Service Commission of Wisconsin

Electronic Regulatory Filing System

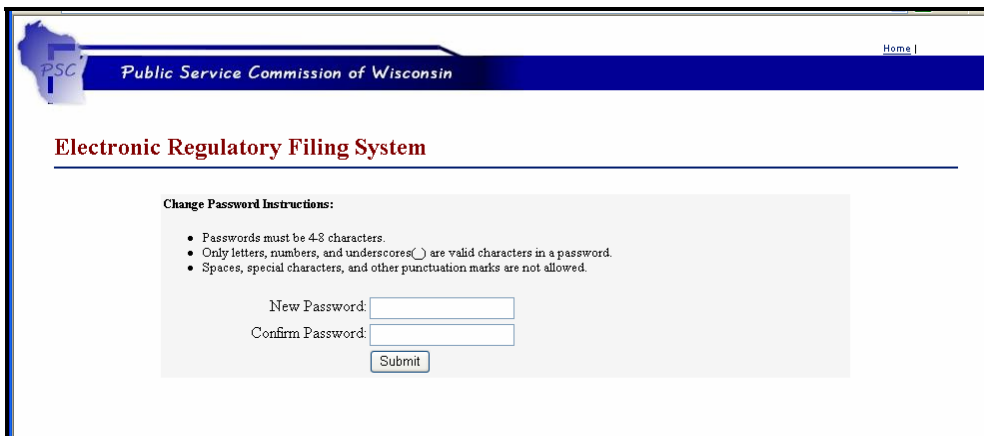
Welcome Joe User.

Submenu

- File Document
 - Existing Docket
 - New Docket / Non-Docket
- File Confidential Document
 - Existing Docket
 - New Docket / Non-Docket
- Check Document Status
- User Maintenance
 - Modify User Profile
 - Change password
- Search Repository
- Subscription

Back to Main ERF Page

2. Enter the new password in both the New Password and Confirm Password boxes. Click Submit to save the password.



Home |

Public Service Commission of Wisconsin

Electronic Regulatory Filing System

Change Password Instructions:

- Passwords must be 4-8 characters.
- Only letters, numbers, and underscores() are valid characters in a password.
- Spaces, special characters, and other punctuation marks are not allowed.

New Password:

Confirm Password:

Submit

Subscribe to Search List

Add a New Search

Subscribing to a search list allows a user to automatically receive email notification whenever a document is accepted that meets specific criteria. For example, a user may create a search subscription that will notify them whenever a document is accepted relating to a specific docket number, or the document is a specific type (such as a testimony or motion).

Subscription List notifications will be run a set times during the day by an automated process, for example 10AM, 2PM and 7AM. One email will be sent for each search subscription if there are documents that match those subscription criteria and the documents have been accepted since the last notification.

1. Users may subscribe to a search list by clicking on the Subscribe link.



2. To add a new search, click on the Add New Search button.

The screenshot shows the 'Electronic Regulatory Filing System' interface. At the top, there is a blue header with the 'PSC' logo and the text 'Public Service Commission of Wisconsin'. Below the header, the title 'Electronic Regulatory Filing System' is displayed. The main content area shows a 'Subscription list for: joeuser'. It contains a table with columns for 'Edit', 'Delete', 'Search Name', and 'Search Now'. The table lists several search entries: 'Utility 6690 - psc', 'Full Case Number', 'Order for Wisconsin Public Service Corporation', 'Correspondence that belong to Wisconsin Bell Inc.', 'Wisconsin Bell', and 'briefs'. Each entry has 'Edit' and 'Delete' buttons to its left and a 'Go' button to its right. Below the table is an 'Add New Search' button.

		Search Name	Search Now
Edit	Delete	Utility 6690 - psc	Go
Edit	Delete	Full Case Number	Go
Edit	Delete	Order for Wisconsin Public Service Corporation	Go
Edit	Delete	Correspondence that belong to Wisconsin Bell Inc.	Go
Edit	Delete	Wisconsin Bell	Go
Edit	Delete	briefs	Go

Add New Search

3. Enter criteria in one or more of the boxes provided.

The screenshot shows the 'Electronic Regulatory Filing System' interface. At the top, there is a blue header with the 'PSC' logo and the text 'Public Service Commission of Wisconsin'. Below the header, the title 'Electronic Regulatory Filing System' is displayed. The main content area contains a search form with the following fields: 'Utility ID' (dropdown menu with '6630' selected), 'Or Name' (dropdown menu with 'WISCONSIN ELECTRIC POWER COMPANY' selected), 'Docket Utility ID' (text box with '6630'), 'Case Type' (text box), 'Sequence#' (text box), 'Document Type' (dropdown menu), 'Industry Type' (dropdown menu), and 'Search Name' (text box). Below the form are two buttons: 'View Search Result' and 'Save -> Subscribe List'.

Utility ID: 6630 Or Name: WISCONSIN ELECTRIC POWER COMPANY

Docket Utility ID: 6630

Case Type:

Sequence#:

Document Type:

Industry Type:

Search Name:

View Search Result Save -> Subscribe List

4. To view the search results, click the View Search Result button. The information returned by the search will be displayed below the buttons.


To save the search:

Enter a Search Name

Click the Save Subscribe List button.

Edit a Search

1. Users may edit a search by clicking on the Subscribe link on the submenu page.
2. Click on the edit button in front of the search to be changed.

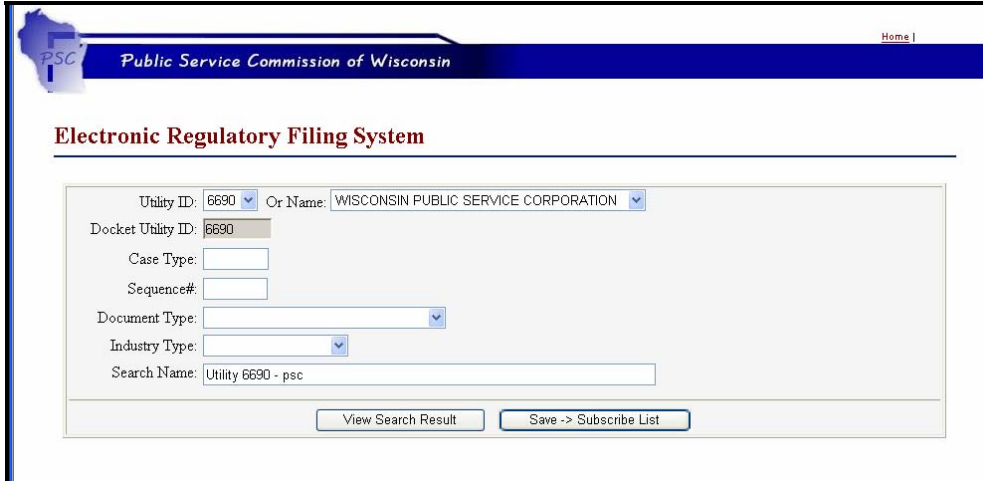


The screenshot shows the 'Electronic Regulatory Filing System' interface. At the top is a blue header with the 'PSC' logo and the text 'Public Service Commission of Wisconsin'. Below the header, the title 'Electronic Regulatory Filing System' is displayed. The main content area shows a 'Subscription list for: joeuser'. It contains a table with search entries, each with 'Edit' and 'Delete' buttons and a 'Go' button. Below the table is an 'Add New Search' button.

		Search Name	Search Now
Edit	Delete	Utility 6690 - psc	Go
Edit	Delete	Full Case Number	Go
Edit	Delete	Order for Wisconsin Public Service Corporation	Go
Edit	Delete	Correspondence that belong to Wisconsin Bell Inc.	Go
Edit	Delete	Wisconsin Bell	Go
Edit	Delete	briefs	Go

Add New Search

3. Modify the search criteria.



The screenshot shows the 'Electronic Regulatory Filing System' interface with search criteria modification options. The header and title are the same as the previous screenshot. The main content area contains a form with the following fields:

- Utility ID: 6690 (dropdown menu)
- Or Name: WISCONSIN PUBLIC SERVICE CORPORATION (dropdown menu)
- Docket Utility ID: 6690 (text input)
- Case Type: (text input)
- Sequence#: (text input)
- Document Type: (dropdown menu)
- Industry Type: (dropdown menu)
- Search Name: Utility 6690 - psc (text input)

At the bottom of the form are two buttons: 'View Search Result' and 'Save -> Subscribe List'.

4. To view the search results, click the View Search Result button. The information returned by the search will be displayed below the buttons.

To save the search:

Click the Save Subscribe List button.

Delete a Search

1. Users may delete a search by clicking on the Subscribe link.
2. Click on the delete button in front of the search to be deleted.



The screenshot shows the 'Electronic Regulatory Filing System' interface. At the top is a blue header with the 'PSC' logo and the text 'Public Service Commission of Wisconsin'. A 'Home' link is in the top right. Below the header, the title 'Electronic Regulatory Filing System' is underlined. The main content area is titled 'Subscription list for: joeuser'. It contains a table with search entries, each with 'Edit' and 'Delete' buttons and a 'Go' button. Below the table is an 'Add New Search' button.

		Search Name	Search Now
Edit	Delete	Utility 6690 - psc	Go
Edit	Delete	Full Case Number	Go
Edit	Delete	Order for Wisconsin Public Service Corporation	Go
Edit	Delete	Correspondence that belong to Wisconsin Bell Inc.	Go
Edit	Delete	Wisconsin Bell	Go
Edit	Delete	briefs	Go

[Add New Search](#)

Run a Search

1. Users may run a search by clicking on the Subscribe link, on the submenu page.
2. Click on the go button in front of the search to be run.

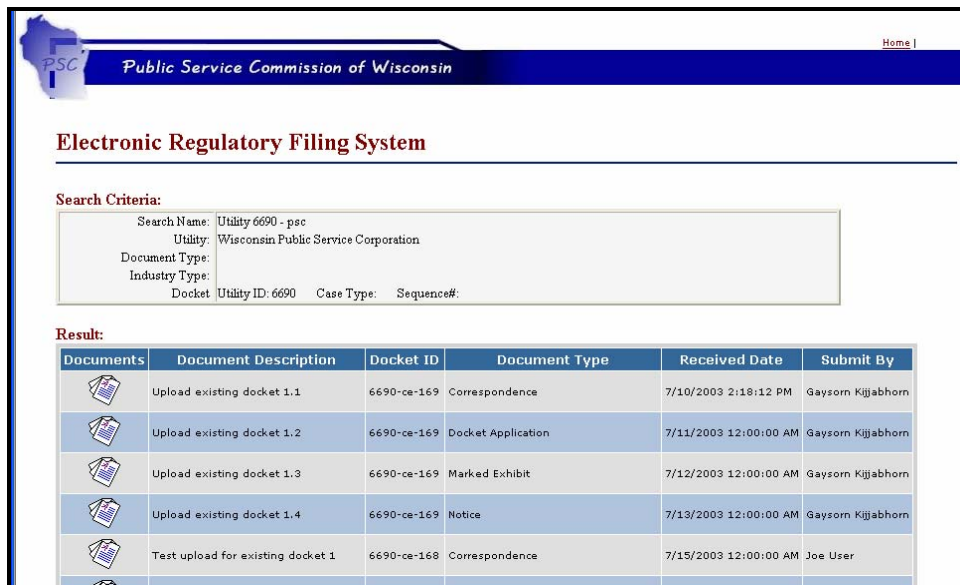


The screenshot shows the 'Electronic Regulatory Filing System' interface. At the top, there is a blue header with the 'PSC' logo and the text 'Public Service Commission of Wisconsin'. Below the header, the title 'Electronic Regulatory Filing System' is displayed. The main content area shows a 'Subscription list for: joeuser' with a table of search subscriptions. Each row includes 'Edit' and 'Delete' buttons, the search name, and a 'Go' button. An 'Add New Search' button is located at the bottom of the table.

		Search Name	Search Now
Edit	Delete	Utility 6690 - psc	Go
Edit	Delete	Full Case Number	Go
Edit	Delete	Order for Wisconsin Public Service Corporation	Go
Edit	Delete	Correspondence that belong to Wisconsin Bell Inc.	Go
Edit	Delete	Wisconsin Bell	Go
Edit	Delete	briefs	Go

Add New Search

3. The results will be displayed on another screen.



The screenshot shows the 'Electronic Regulatory Filing System' interface with search criteria and results. The 'Search Criteria' section displays the search parameters. The 'Result' section shows a table of search results with columns for Documents, Document Description, Docket ID, Document Type, Received Date, and Submit By.

Search Criteria:

Search Name: Utility 6690 - psc
Utility: Wisconsin Public Service Corporation
Document Type:
Industry Type:
Docket: Utility ID: 6690 Case Type: Sequence#:

Result:

Documents	Document Description	Docket ID	Document Type	Received Date	Submit By
	Upload existing docket 1.1	6690-ce-169	Correspondence	7/10/2003 2:18:12 PM	Gaysorn Kijjabhorn
	Upload existing docket 1.2	6690-ce-169	Docket Application	7/11/2003 12:00:00 AM	Gaysorn Kijjabhorn
	Upload existing docket 1.3	6690-ce-169	Marked Exhibit	7/12/2003 12:00:00 AM	Gaysorn Kijjabhorn
	Upload existing docket 1.4	6690-ce-169	Notice	7/13/2003 12:00:00 AM	Gaysorn Kijjabhorn
	Test upload for existing docket 1	6690-ce-168	Correspondence	7/15/2003 12:00:00 AM	Joe User

Corporate Account Submenu

Check Document Status

1. Corporate Accounts may check on the status of all documents that have been filed on their behalf by clicking on the Check Document Status link.



2. The document status screen will list the pending, accepted, and rejected documents. If a document is rejected the reason for rejection is also listed on this screen.

Users are encouraged to use this screen to check on the status of their documents. The status of the documents is updated in real time as the documents are processed.

Received Date	Docket ID	Document Name	Doc Type	Description	Submit By
07/22/03 12:35:50 PM	5-UR-101	Letter and app.pdf	Docket Application	Letter and Application	kijag
07/22/03 12:35:50 PM	5-UR-101	DAVID J ACKERMAN - DJA TESTIMONY.pdf	Prehearing/Prefiled Exhibit/Testimony	David J Ackerman - DJA Testimony	kijag
07/22/03 12:35:50 PM	5-UR-101	DJA-1 EXHIBIT.pdf	Prehearing/Prefiled Exhibit/Testimony	DJA-1 Exhibit	kijag
07/22/03 12:35:50 PM	5-UR-101	Eric A Rogers -EAR testimony.pdf	Prehearing/Prefiled Exhibit/Testimony	Eric A Rogers -EAR Testimony	kijag
07/22/03 12:35:50 PM	5-UR-101	Exhibit EAR-1.pdf	Prehearing/Prefiled Exhibit/Testimony	Exhibit EAR-1	kijag
07/22/03 12:35:50 PM	5-UR-101	Exhibit EAR-2.pdf	Prehearing/Prefiled Exhibit/Testimony	Exhibit EAR-2	kijag
07/22/03 12:35:50 PM	5-UR-101	Exhibit EAR-3.pdf	Prehearing/Prefiled Exhibit/Testimony	Exhibit EAR-3	kijag

Modify Corporate Admin Profile

1. Corporate accounts may change their profile information by clicking on the Modify Corporate Admin Profile link.

Home | ERF Home Page |

Electronic Regulatory Filing System

Welcome Joe Smith. This is the administrative account for Amery Teleco.

Corporate Account Submenu

 [Check Document Status](#)

 [Modify Corporate Admin Profile](#)

 [Change Corporate Password](#)

 [Modify Authorized User Accounts](#)

 [Subscription](#)

[Back to Main ERF Page](#)

2. To change the account information:
Enter all the required fields, and all pertinent optional fields.
Click the Update User Info button, to save the changes. (A message will appear above the buttons to indicate that the information has been updated.)

Click the Back to Menu button to return to the menu.

Electronic Regulatory Filing System

Account Information

All required information is in red and marked with an asterisk.

*User Name: *

*E-Mail Address: *

*User ID:

Entity Name:

Email this account when the PSC processes documents filed on behalf of this company? ☒

Mailing Address:

Address Line 1:

Address Line 2:

City: State:

Zip/Postal Code: Country:

Telephone:

** You must click **Update User Info** to Save Change to database **

[Update User Info](#) [Back to Menu](#)

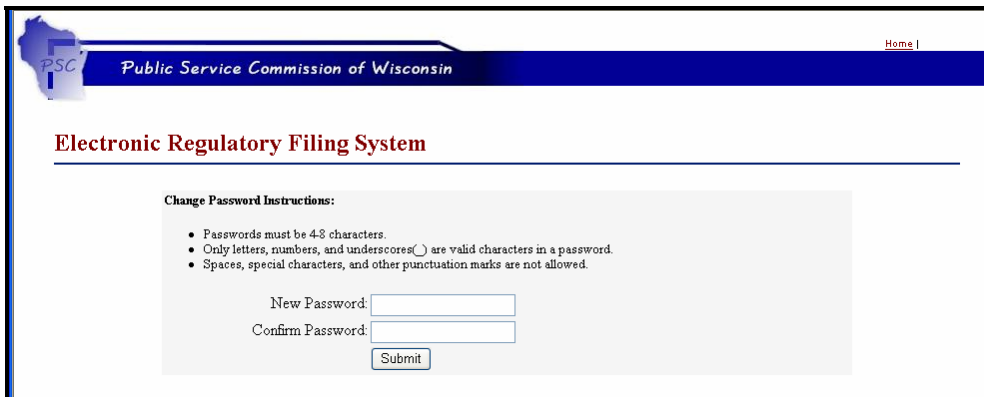
Change Corporate Password

1. Users may change their password by clicking on the Change Password link.



The screenshot shows the ERF Corporate Account Submenu. At the top, there is a blue header with the PSC logo and the text "Public Service Commission of Wisconsin". A "Home | ERF Home Page |" link is in the top right. Below the header, the title "Electronic Regulatory Filing System" is displayed. A welcome message reads: "Welcome Joe Smith. This is the administrative account for Amery Teleco." The main content area is titled "Corporate Account Submenu" and contains five links, each with a small icon: "Check Document Status" (pencil icon), "Change Corporate Password" (key icon), "Subscription" (SEND button icon), "Modify Corporate Admin Profile" (hands on keyboard icon), and "Modify Authorized User Accounts" (two people at a computer icon). A "Back to Main ERF Page" button is located at the bottom center.

2. Enter the new password in both the New Password and Confirm Password boxes. Click Submit to save the password.



The screenshot shows the "Change Password Instructions" page. It features a blue header with the PSC logo and the text "Public Service Commission of Wisconsin". A "Home |" link is in the top right. The title "Electronic Regulatory Filing System" is displayed. Below the title, the section "Change Password Instructions:" is followed by a list of rules: "Passwords must be 4-8 characters.", "Only letters, numbers, and underscores() are valid characters in a password.", and "Spaces, special characters, and other punctuation marks are not allowed." Below the instructions are two text input fields labeled "New Password:" and "Confirm Password:", and a "Submit" button at the bottom.

Modify Authorized User Accounts

1. Corporate account may add accounts or make current account inactive by clicking on the Modify Authorized User Access link.

Public Service Commission of Wisconsin

Home | ERF Home Page |

Electronic Regulatory Filing System

Welcome Joe Smith. This is the administrative account for Amery Teleco.

Corporate Account Submenu

- [Check Document Status](#)
- [Modify Corporate Admin Profile](#)
- [Change Corporate Password](#)
- [Modify Authorized User Accounts](#)
- [Subscription](#)

[Back to Main ERF Page](#)

2. **To add a new user account,**
Enter a unique Logon ID for the new account.
Set the Active User indicator to Y-Yes or N-No
Click the Add New User button.

Public Service Commission of Wisconsin

Home |

Electronic Regulatory Filing System

Click [Edit](#) to change the active user status

	Logon ID	Active User
Edit	chapmr	Y
Edit	kijjag	Y
Edit	koehlc	Y
Edit	kolosl	Y
Edit	newnap	Y

Add New User

Note:

- User names must be 4-8 characters and cannot contain any spaces, hyphens, special characters, or other punctuation marks.
- User names are not case sensitive.
- The default password for a new user is "password".
- Please remind all new users to change their password after logging onto the system.

Logon ID:

Password:

Active User: ☒ Y ☐ N

[Add New User](#)

[Back to Menu](#)

3. **To change the active status on an account,**

Click Edit in front of the account to be changed

Changed the Active User indicator to Y (activate account) or N (make account inactive)

Click Update to save changes OR

Click Cancel to ignore the changes.

Note: Accounts can be made inactive but they can not be deleted because the account information is stored with every document that is submitted using this system.

The screenshot displays the 'Electronic Regulatory Filing System' interface. At the top, there is a blue header with the 'PSC' logo and the text 'Public Service Commission of Wisconsin'. A 'Home' link is visible in the top right corner. Below the header, the title 'Electronic Regulatory Filing System' is centered. A link 'Click Edit to change the active user status' is provided. The main content area is divided into two sections. On the left, a table lists existing users with columns for 'Logon ID' and 'Active User'. The first row shows a user named 'chapmr' with an 'Active User' status of 'Y', and it includes 'Update' and 'Cancel' links. The subsequent three rows show users 'kijjag', 'koehlc', and 'kolosl', each with an 'Active User' status of 'Y' and an 'Edit' link. The third row also includes a 'newmap' user with an 'Active User' status of 'Y' and an 'Edit' link. On the right, the 'Add New User' section contains a 'Note' with four bullet points regarding user name requirements, case sensitivity, default password, and password change reminders. Below the note are input fields for 'Logon ID:', 'Password:', and 'Active User:' (a dropdown menu set to 'Y'). An 'Add New User' button is at the bottom of this section. A 'Back to Menu' button is located at the bottom center of the interface.

	Logon ID	Active User
Update Cancel	chapmr	Y
Edit	kijjag	Y
Edit	koehlc	Y
Edit	kolosl	Y
Edit	newmap	Y

Add New User

Note:

- User names must be 4-8 characters and cannot contain any spaces, hyphens, special characters, or other punctuation marks.
- User names are not case sensitive.
- The default password for a new user is "password".
- Please remind all new users to change their password after logging onto the system.

Logon ID:

Password:

Active User: